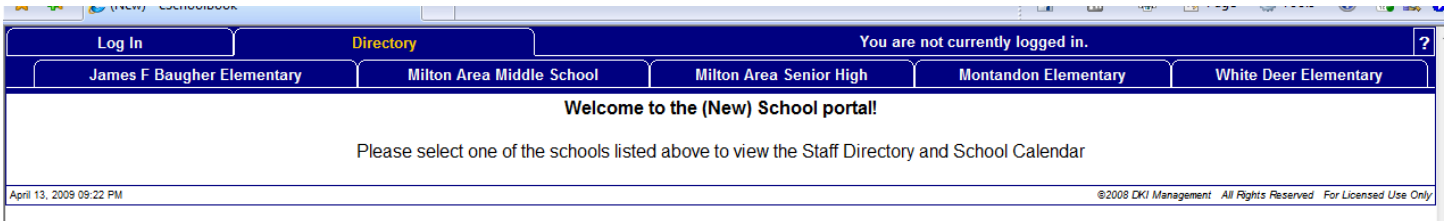


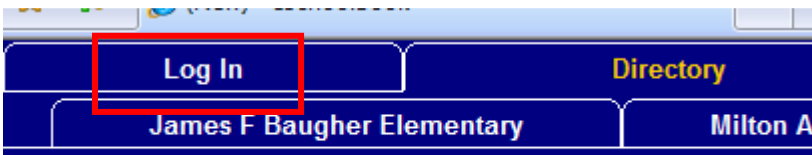
eSchoolBook

This training guide explains how to log into eSchoolBook and change your profile settings.

Access eSchoolbook at <http://www.milton.k12.pa.us/miltscbk/scbk/index.cfm> or use the link on your school's intranet page.



Click on the Log In tab in the upper left hand corner



Enter the Log-in Name and Password provided to you.

At log in, your Personal and Schedule Tabs will be active (active tabs are yellow).



Click the Profile tab and add/edit the following fields:

Edit Staff Profile

Update

ID:	773
Staff ID:	165/30
Last Name:	<input type="text" value="Spear"/>
First Name:	<input type="text" value="Donna"/>
Initial:	<input type="text" value="M"/>
Title:	<input type="text" value="Mrs."/> ▼
Report Name:	<input type="text" value="Mrs. Spear"/>
Telephone - Work:	<input type="text" value="570-742-7611"/>
Telephone - Cell:	<input type="text"/>
E-Mail:	<input type="text" value="dspear@miltonsd.org"/>
E-Mail2:	<input type="text"/>
Login ID:	<input type="text" value="dspear"/>
Password:	<input type="password" value="••••••••"/>

Check/Edit/Add Name Information

Enter Report Name (this is how parents/students will view your name, so use personal title, last name)

Add Work Phone and Email Address

Change your Login ID and Password (you'll be prompted to confirm password)

Additionally, you can add information about yourself and your photograph:

Notes:

Mrs. Donna Spear
CFF Technology Coach
Online Course Facilitator
FBLA Advisor

Update

Upload your photograph
Enter the location of the picture to upload:

Upload Photo

Browse...

Add Information about your teaching position. This information will be viewable to students and parents. (use the tools/icons for creativity)

Browse and navigate to a saved jpeg file of your school picture. Then click Upload Photo.

Click the Update button to save your changes.